

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
MONDAY, SEPTEMBER 22, 2014, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Rick Fraser, Mr. Bob Henry, Mr. Clark Rohmer, Mr. Ted West, Ms. Kelly McGuire, Finance Director/Acting Human Resources Director and Ms. Jayne Timmons, Recording Secretary.

The meeting was called to order at 5:30 P.M by Mr. Fraser.

A motion was made by Mr. Henry and seconded by Mr. West to approve the minutes of the meeting held March 3, 2014 with minor correction. All were in favor. Carried.

Ms. McGuire presented information to the Board recommending an Amendment to the City of Ormond Beach's Pay and Classification Plan. She explained that the requested changes were a result of the budget process and that typically that was where it was determined if there were new positions that needed to be added or positions that required reclassification and whether there should be changes made to the certification pay program. She went on to explain the following changes:

Reclassifications:

- Accounting Manager-Change title to Assistant Finance Director to better reflect job duties and provide consistency with title used for similar positions in other municipalities. There is no change in pay grade or compensation provided to incumbent.
- Office Assistant III-Reclassify Support Services Office Assistant III (Pay Grade 106 \$23,327-\$40,179) to Office Assistant IV (Pay Grade 108 \$25,727-\$44,311). The reclassification reflects a change in job duties to those of a more technical nature. This position has assumed the responsibilities of maintain the City's website and coordinating electronic agenda preparation.
- Maintenance Worker III-Reclassify Streets Sign Shop Maintenance Worker III (Pay Grade 107 \$24,499-\$42,196) to Maintenance Worker IV (Pay Grade 110 \$28,366-\$48,858). The operational, technical and educational requirements to operate the Sign Shop have expanded greatly The current Maintenance Worker III position in the Sign Shop is required to have completed the International Municipal Sign Association (IMSA) Sign & Pavement Markings Level I to work on City roadways and Federal Highways. The certification requires the ability to interpret, fabricate and administer directives set forth from the FDOT for compliance with updates to the Municipal Traffic Control Device (MUTCD) requirements throughout the City.

New Title:

- Contract Manager (Pay Grade 505 \$50,687-86,304)- Responsible for approximately 245 contracts with a total value of over \$3 million annually, the Leisure Service Department requires a position title inclusive of expertise not currently covered within other job titles. While other positions provide technical knowledge in grounds and building maintenance, those positions do not provide for the professional expertise required to efficiently procure, negotiate and manage the vast array of contracts currently used within the Leisure Services Parks and Building Maintenance Divisions. Staff is proposing to add one new Contract Manager in Building Maintenance and re-title the existing Facilities Maintenance Manager to Contract Manager with no change in pay grade.

Ms. McGuire explained that they were also looking at adding two certifications to the Certification Pay Program.

Certification Program:

- Add International Public Management Association (IPMA) Human Resources certification to program (\$250 annually). This certification provides in-depth knowledge of key Human Resource areas including public sector issues, recruitment, selection, benefits, labor relations, classification/compensation, EEO/diversity, and organizational development.

- Add Engineering Inspector to the list of inspectors eligible for the Building Division Incentive Program. This program provides for certification pay when Building, Plumbing, Residential, Electrical, Commercial Electrical, One Fire Safety, or One & Two Family licenses are obtained (\$1,500-\$2,500 each, maximum \$5,500 annually). Currently Building Inspectors are covered under this program. Including the Engineering Inspector would provide for greater flexibility in assigning inspections.

Ms. McGuire said that all of the proposed changes had been included in the budget, that there was a workshop in July and the Commission gave tentative approval to move forward with these changes. The Board asked some questions and discussed the proposal prior to approval.

A motion was made by Mr. Coleman and seconded by Mr. Henry to approve the amendment of the City of Ormond Beach Pay and Classification plan as presented and to recommend approval to the City Commission for these changes. All were in favor. Carried.

Mr. Fraser and the Board asked questions about the status of the H.R. Director and the Employee Relations Assistant positions and what to expect for the future. Ms. McGuire discussed the steps that had been taken to recruit for both positions.

A motion was made by Mr. West and seconded by Mr. Henry that the meeting be adjourned. All were in favor. Carried.

Rick Fraser, Chairman

Kelly McGuire, Finance Director/Acting Human Resources Director

Adjourned: 5:50 P.M.